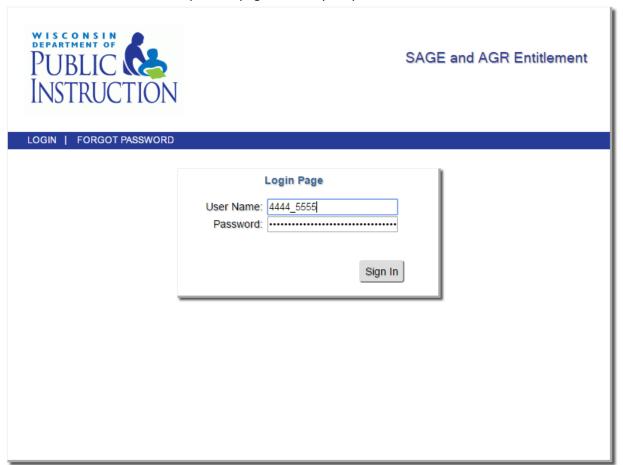


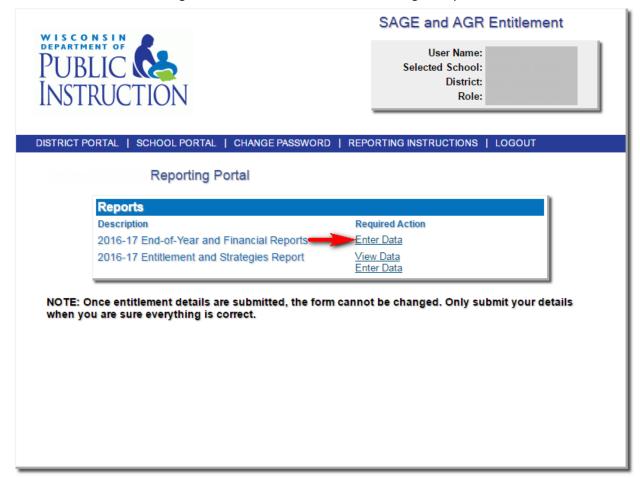
Reporting Instructions for AGR and SAGE Financial Report Updates for Financial/Business Staff

- 1. Obtain your username from the e-mail sent by DPI staff
 - 2. Access the AGR and SAGE Reporting Portal (https://apps4.dpi.wi.gov/SAGE_ENT/Login.aspx)
- 3. Enter your username and password. If you forgot your password, please use the "Forgot Password" link in the blue bar across the top of the page to reset your password.

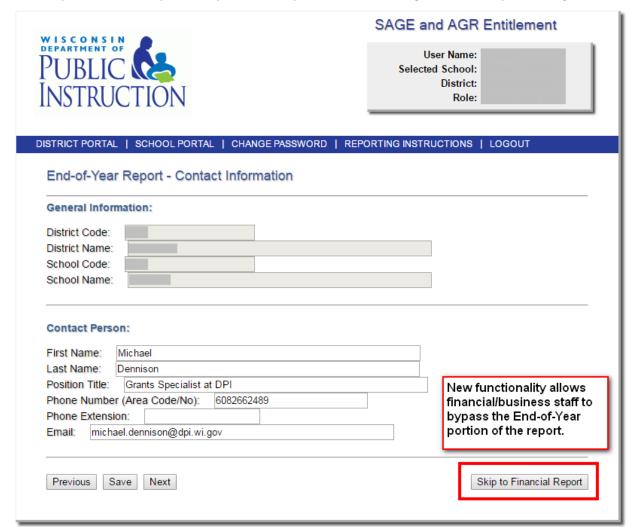


4. Click "Sign In"

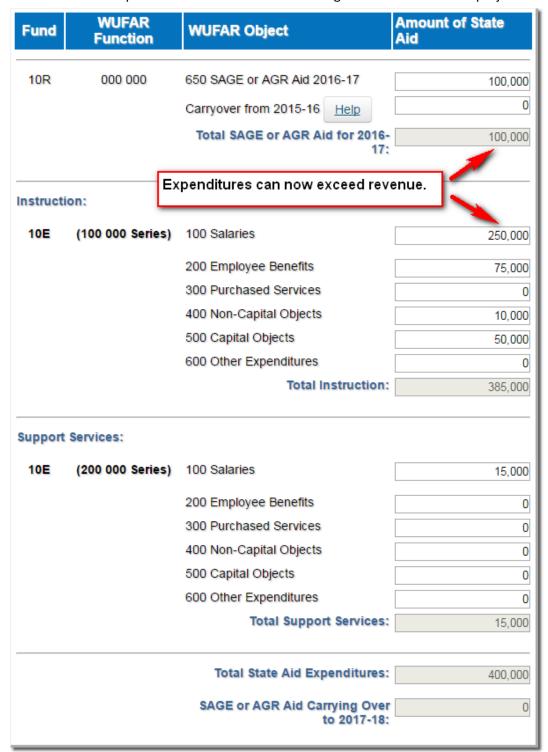
5. Select "Enter Data" to the right of "2016-17 Entitlement and Strategies Report"



6. Proceed past the instructions and updates after reading. A new button was added to the bottom-right corner which allows financial/business staff to bypass the AGR and SAGE programmatic questions in the End-of-Year portion of the report and proceed directly to the Financial portion of the report. A report contact person must be designated before proceeding.



7. Click "Skip to Financial Report" to proceed to the updated financial section. Rather than splitting the Financial Report out into two sections, the Financial Report is now simplified so financial/business staff can enter all expenditures coded in the district ledger to the AGR or SAGE project.



8. Click "Save" to complete the financial portion of the report.